

Avita Community Partners  
Board of Directors  
Meeting Minutes

DATE: August 25, 2015	TIME: 7:38 p.m. – 8:02 p.m.
PLACE: Administrative Office, Board Room	PRESIDING: Brian Alexander, Board Chair

Attendance

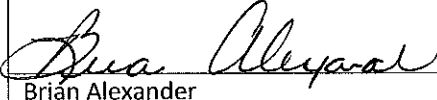
Brian Alexander	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Joe Hirsch	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Zadie Peters	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Rita Bush	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Sonny James	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Sammy Reece	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Quentin Carr	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Todd Levent	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Judy Theilman	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Margaret Gregory	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deborah Mack	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Angela Whidby	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Charles Higgs	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Guest: Carol Fisher			

Executive Team Member Attendance

Victor Bowers	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Cindy Levi	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Mary Donna McAvoy	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Allan Harden	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Janice McAllister	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Roger Scott	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Agenda Items	Key Discussion Points/Outcomes/Decisions/Action Items	By Whom	By When
Welcome & Call to Order	The August 25, 2015 meeting of the Board of Directors was called to order by Board Chair, Brian Alexander at 7:38 p.m.		
Approval of Agenda	Motion to approve the agenda was made by Angela Whidby; second by Rita Bush. Motion carried.		
Determine Presence of a Quorum	A quorum was present with 10 Board members attending this meeting.		
Review of Minutes	Motion to approve the July 28, 2015 minutes was made by Joe Hirsch; second by Charles Higgs. Motion carried.		
Business	<p><b>Induction of Officers</b></p> <ul style="list-style-type: none"> <li>Angela Whidby and Zadie Peters affirmed their oath of office as vice-chair and secretary for Fiscal Year 2016.</li> </ul> <p><b>Oath of Office</b></p> <ul style="list-style-type: none"> <li>Quentin Carr and Zadie Peters each affirmed their oath of office for the term July 1, 2015 – June 30, 2018.</li> </ul> <p><b>Board Chair Report</b></p> <p>Brian Alexander did not have a report this month.</p> <p><b>CEO Report</b></p> <p>Cindy Levi highlighted the following in her report that was previously emailed.</p> <ul style="list-style-type: none"> <li>Organizational Climate Survey Action Plan</li> </ul> <p>Motion to approve the plan was made by Zadie Peters; second by Joe Hirsch. Motion passed.</p> <ul style="list-style-type: none"> <li>American Sign Language contract was received today.</li> <li>Annual contracts received, approved and processed: DBHDD core behavioral health services, developmental disability services, women's treatment residential services, mental health court services, community support team and a 5 year contract from the VA.</li> <li>Office expansion at our Blairsville center.</li> <li>Remodeling at our Cleveland office and Gainesville Specialty Center.</li> <li>Working with Dawson County to find usable office space.</li> <li>Completed CSU certification process. We were granted a 2 year certification.</li> <li>People of Purpose made sleeping mats and gave to the homeless in Atlanta.</li> <li>Blairsville participants in Community Access Group (CAG) visited the</li> </ul>		

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	<p>Georgia Mountain Research and Education Center.</p> <ul style="list-style-type: none"> <li>• CAG participants in Toccoa, Hartwell and Lavonia are making bookmarks that will be distributed to students at their area schools.</li> </ul> <p><b>Financial Update</b></p> <p>Victor Bowers reviewed the July Financial Metrics.</p> <ul style="list-style-type: none"> <li>• Days of Cash on Hand: 52.1 days; minimum standard is 30 days.</li> <li>• Current Ratio: 5:1; minimum standard is 1:1.</li> <li>• Days of Unreserved Net Assets to Total Expenses: 55.8 days; minimum standard is 60 days.</li> <li>• Long Term Debt to Net Assets: 0.11:1; maximum standard is 2.5:1.</li> </ul> <p>Consolidated Income Statement</p> <ul style="list-style-type: none"> <li>• For the month of July we ended with a 5.9% margin.</li> <li>• The month and year-to-date net surplus of \$118k.</li> <li>• Total revenue was \$2M and \$1.9M in expenses.</li> </ul> <p>Revenue Variances from Budget was an unfavorable \$147k primarily due to:</p> <ul style="list-style-type: none"> <li>• GIA was unfavorable due to reduced DD Respite and Family Support services.</li> <li>• Medicare was unfavorable due to a payment hold for re-credentialing paperwork that we filed on time but was misplaced by Medicare.</li> <li>• Other Local Funds were unfavorable due to delayed startups for new reimbursement contracts and existing reimbursement contracts plus the accounts receivable accrual adjustment.</li> </ul> <p>Expense Variances from Budget was a favorable \$158k primarily due to:</p> <ul style="list-style-type: none"> <li>• Salary and benefits were favorable due to unfilled budgeted vacancies and reimbursement services contracts ramping up to contract levels.</li> <li>• All Other expenses were favorable due to favorable variances in Respite costs, Family Support expenses, travel/mileage, telecommunications and repairs and maintenance.</li> </ul> <p>If we continue to meet budget the projected year end surplus would be \$367k.</p> <p><b>Georgia DCA Housing Resolution</b></p> <p>Charles Higgs made the motion that we approve the Resolutions for the Georgia Department of Community Affairs, Emergency Shelter Grant, the Shelter Plus Care Supportive Services Grant, by authorizing Victor Bowers, Chief Financial Officer, Roger Scott, Chief Operations Officer and Christy Case, Fiscal Operations Manager to be signers to draw funds from DCA on behalf of Avita Community Partners. Second by Deborah Mack. Motion passed.</p> <p><b>Human Resources Quarterly Report</b></p> <p>Allan Harden reviewed the April-June, 2015 data.</p> <p>At the end of June we had 231 full-time and 31 part-time employees</p> <p>Turnover</p> <ul style="list-style-type: none"> <li>• Full-time turnover rate was 21.21%</li> <li>• Part-time turnover rate was 51.61%</li> <li>• Combined annualized turnover was 24.81% or 65 positions.</li> </ul> <p>We expect turnover will improve when the Action Plan is implemented.</p> <p>Positions Vacated</p> <ul style="list-style-type: none"> <li>• 24 were voluntary</li> <li>• 1 was assisted</li> </ul> <p>New Positions Created</p> <ul style="list-style-type: none"> <li>• 2 part-time</li> <li>• 15 full-time</li> </ul>		

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	These positions were created due to the new programs added in FY15. Workers Comp <ul style="list-style-type: none"> <li>• 1 new claim</li> <li>• There were a total of 7 claims in FY15. This is a decrease from 11 during FY14.</li> </ul>		
Announcements	<ul style="list-style-type: none"> <li>• Newspaper article about Zadie Peters re-appointment to the Board of Directors.</li> <li>• All Avita Staff Webinar on September 15<sup>th</sup> at 4pm. Board Members are welcome to view the presentation at any Avita office.</li> </ul>		
Executive Session	At 8:02 p.m. a motion was made by Brian Alexander to enter into executive session to discuss a personnel matter; second by Joe Hirsch. Motion passed.  With no further business to discuss the open meeting was adjourned at 8:02 p.m.		
Chair's signature indicating approval			
<div style="display: flex; justify-content: space-between;"> <div data-bbox="61 695 495 793">  <p>Brian Alexander</p> </div> <div data-bbox="511 730 803 800"> <p>9-22-2015</p> <p>Date Approved</p> </div> </div>			

Respectfully submitted,



Regina Grisham  
Recording Secretary